PROJECT ASSESSMENT TYPE

1.0   SCOPE

This work instruction establishes a Project Type using a risk based assessment. The Project Assessment Type is completed as part of the 0300-0310-005-C PROJECT INITIATION procedure within 0300-0300-005-B PROJECT MANAGEMENT PROCESS. The approach is to classify a project using core risk assessment areas related to the State Chief Information Officer's (SCIO) mission, major project lessons learned, as well as a project's cost, schedule, resource availability and security impact. This information is used to identify and communicate to Business Owners and all other key stakeholders the potential barriers that may prevent a project from achieving stated objectives. Project typing is reviewed and updated throughout the project life-cycle to continually drive leadership awareness and decision-making.

2.0   OWNER

2.1   The State Chief Information Officer (SCIO) owns this procedure. No changes, additions or alterations may be made without the owner's written approval.

3.0   REFERENCE DOCUMENTS

DOCUMENT IDENTIFICATION	DOCUMENT TITLE
NC General Statute 147, Article 3D	STATE INFORMATION TECHNOLOGY MANAGEMENT.
SCIO Memorandum	SCIO - DELEGATION AUTHORITY REVISIONS
0100-0800-010-B	FORMS AND RECORDS CONTROL
0300-0300-005-B	PROJECT MANAGEMENT PROCESS
0300-0310-005-C	PROJECT INTIATION
0300-0330-010-C	PROJECT GO-LIVE READINESS ASSESSMENT
0300-0360-005-C	PROJECT CHANGE REQUEST
0300-0365-005-C	PROJECT DECISION MEMO
0300-0375-005-C	PROGRAM/PROJECT REVIEW
0300-0385-005-C	PROJECT FISCAL YEAR BUDGET REVIEW

4.0   ASSOCIATED FORMS

FORMS IDENTIFICATION	FORM TITLE
0300-0310-020-D	PROJECT ASSESSMENT TYPE FORM

5.0   DEFINITIONS
- NONE

6.0   PROCEDURE

6.1   PROJECT INITIATION PHASE - TYPE IDENTIFICATION

6.1.1   During the Project Initiation phase the agency Project Manager (PM), in conjunction with the Business Owner, will complete the 0300-0310-020-D PROJECT ASSESSMENT TYPE FORM and upload the document into the EPMO Project Management document repository.

6.1.2   The 0300-0310-020-D PROJECT ASSESSMENT TYPE FORM consists of eleven (11) criteria to be rated on scale of 1 to 7. *Note: Per the "Rating Scale" table: a Rating of 1-2 indicates "Low"; a Rating of 3-5 indicates "Medium"; and, a Rating of 6-7 indicates "High".*

6.1.2.1   Estimated Project Budget
6.1.2.2   Estimated 5 Years O&M Costs
6.1.2.3   Estimated Financial Impact to State if Project Fails
6.1.2.4   Estimated Project Duration
6.1.2.5   Business Owner Involvement
6.1.2.6   Impact to Owning Organization
6.1.2.7   Impact to Citizens, Business or Industry
6.1.2.8   Impact Due to Legislation or Mandates
6.1.2.9   Dependent on External Agencies
6.1.2.10   Resource Availability
6.1.2.11   Sensitive Information (PCI, PII, HIPAA, etc.) / # of Data Interfaces

6.1.3   The "Total" is the sum of the "Rating" scores. Per the "Project Type / Range" table, a Project Total Rating of **11-22** indicates **"Low"**; a Project Total Rating of **23-55** indicates **"Medium"**; and, a Project Total Rating of **56-77** indicates **"High"**.

*(**Note**: Projects identified as "Low" will receive final approval by the Deputy State Chief Information Officer (Deputy SCIO), unless otherwise determined. The State Chief Information Officer (SCIO) will approve all projects identified as "Medium" or "High" unless otherwise determined.)*

6.1.4   If a discrepancy exists in the "Project Total Rating" and/or "Project Type" on the completed 0300-0310-020-D PROJECT ASSESSMENT TYPE FORM, the Enterprise Project Management Office (EPMO) Project Management Advisor (PMA) will review the findings with the PM.

6.1.5   The EPMO will review and validate the completed 0300-0310-020-D PROJECT ASSESSMENT TYPE FORM as part of 0300-0310-005-C PROJECT INITIATION.

6.2   PROJECT LIFE-CYCLE - TYPE IDENTIFICATION

6.2.1   Throughout the Project Life-Cycle, the agency PM will update the 0300-0310-020-D PROJECT ASSESSMENT TYPE FORM following the same procedure identified in 6.1.2 - 6.1.5 above.

Examples of events that may require an update to the 0300-0310-020-D PROJECT ASSESSMENT TYPE FORM include:

6.2.1.1   Initiating a Change Request per 0300-0360-005-C PROJECT CHANGE REQUEST

6.2.1.2   Reaching a Decision Point per 0300-0365-005-C PROJECT DECISION MEMO

6.2.1.3   Entering a new Project Phase (I.e. Initiation; Planning and Design; Execution and Build; Implementation; or, Closeout)

6.2.1.4   Preparing for a 0300-0375-005-C PROGRAM/PROJECT REVIEW

6.2.1.5   Preparing for a 0300-0385-005-C PROJECT FISCAL YEAR BUDGET REVIEW

6.2.1.6   Preparing for a 0300-0330-010-C PROJECT GO-LIVE READINESS ASSESSMENT

7.0   RECORDS

7.1   Unless otherwise specified in this Procedure/QWI, Records shall be maintained in accordance with 0100-0800-010-B FORMS AND RECORDS CONTROL procedure.

8.0   REASON FOR CHANGE

8.1   Initial issue.